

THIRTEENTH JUDICIAL CIRCUIT COURT

BOONE COUNTY, MISSOURI

JOB ANNOUNCEMENT

<p>Announcement Date: December 16, 2016</p> <p>Job Title: Veterans Court Mentor Coordinator</p> <p>Number of Positions Available: 1</p> <p>Full Time: Part Time X</p> <p>Temporary: Regular: X</p> <p>Salary Range: \$18.50/hr.</p>	<p>For the Office or Department of:</p> <p>Office of the Court Administrator Boone County Courthouse 705 E. Walnut Columbia, MO 65201</p> <p>Contact: Mary Epping Court Administrator</p> <p>Phone: (573) 886-4060 Boone County funded position County Pay Range: 35</p>
<p><i>You may obtain a job application online at:</i> http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm and e-mail your application and resume to BNE-Jobs@courts.mo.gov. All items submitted by email MUST be in PDF format only. You may obtain and submit your application and resume at: Court Administrator's Office, Boone County Courthouse, 705 East Walnut St., Columbia, Missouri 65201. Items must be received by 5:00 PM Friday, December 23, 2016.</p>	

Summary of Duties:

Contact local Veteran organizations to find potential mentors for Veterans Treatment Court participants. Recruit, screen for eligibility, and maintain list of interested mentors, and connect eligible mentors with court participants. Train mentors. Attend Veterans Treatment Court staffing and provide report to team. Attend Veterans Treatment Court sessions. Data entry, schedule appointments, and respond to inquiries. Assist Veterans through the court process and through the Veterans Administration. Lead mentoring sessions with Veterans who have come into contact with the criminal justice system. This position is expected to work 10-15 hours a week.

Qualifications:

Must have knowledge of court procedures and policies, legal documents, and laws pertaining to the court. Knowledge of organization operations, functions, and scope or authority of the court and activities to which assigned. Knowledge of Microsoft Office programs, particularly Microsoft Word and Excel. Must have the skill to operate standard office equipment.

Knowledge of the Veterans Administration and how to navigate Veteran benefits. Knowledge of Alcoholics Anonymous, Narcotics Anonymous or similar program models. Ability to make work decisions in accordance with law, regulations and departmental policies. Ability to establish and maintain effective working relationships with others.

Must be a high school graduate and a Veteran from one of the branches of the United States Military, or from one of their corresponding Reserve or Guard branches. Must have an Honorable Discharge.